

**Lynnfield Board of Selectmen  
Outstanding Projects/Issues  
As of May 8, 2017**

<b>Project/Issue/ Action Item</b>	<b>Date Initiated</b>	<b>Last Action Date</b>	<b>Targeted Completion Date</b>	<b>Assigned To</b>	<b>Notes</b>	<b>Actions Taken To Date/<b>Actions Required</b></b>
BOS FY 2018 Goals	2/27/17		4/30/17	BOS	Updating policies and procedures; adopting best practices	Done
Town Administrator FY 2018 Goals	2/27/17		4/30/17	T.A.		In progress
Dept. Head FY 2018 Goals	2/27/17		4/30/17	T.A.	Each Department Head will present to the BOS	In Progress
Department Head Quarterly Reports to BOS	2/27/17		4/30/17	T.A.	All Depts: Challenges, Opportunities and Successes. DPW: Road & Sidewalk Reconstruction, Building Maintenance Issues (esp. Schools) Comprehensive Maintenance Program	Will attend BOS meetings on an as needed basis.
Consolidated Working Budget Document	2/27/17		9/30/17	T.A.	Update the Budget process and presentations	July Meeting
Department Head Annual Performance Evaluation	2/27/17		4/30/17	T.A.	Formalize policy and procedures Attaining goals directly impact compensation	Have Draft evaluation form done. Will be able to use it for review of FY17 performance
10 Year Capex Sources & Uses	2/27/17		3/31/17	T.A. BOS	Need an update from consultant and a firm estimate of completion date.	Done

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Munis Accounting	2/27/17		4/30/17	Town Accountant	Need date certain by which this will be implemented	<b><i>New version of Open Checkbook being implemented. Go live ???</i></b>
Community Compact	2/27/17		3/31/17	T.A.	Can we file for another grant and, if so, what should the Town apply for?	Submitted tech project to upgrade/purchase permitting software that would be used across all departments. Would also seek to upgrade our mapping and GIS. Submitted a regional grant with Wakefield for @200k for tech, mapping upgrades. Have been awarded \$50k.
Relocating DPW	2/27/17			T.A.	Waiting on plans from Richter?	
Town Webpage, Social Media & Technology Committee	2/27/17		9/30/17	BOS		Facebook Page is up. New web site design has been approved by committee. Information is currently being migrated, followed by training for staff.
Perley Burrill	2/27/17			Town Counsel		Demolition is complete. Material in basement must be removed and disposed of. Testing indicates dyes/paint. Greene is developing a plan to remove and dispose of material. Estimate less than 20 yards.
Center Farm RFP	2/27/17			Town Counsel		Sold.
Recreation Path Committee	2/27/17			BOS	Need immediate appointments, election of a Chairperson, meeting schedule and time & responsibility clearly defined	Done
Perry Ave. Flooding Issue	2/27/17				Need to determine time & responsibility to move forward	Bill died at the end of the last legislative session. It has been refiled. Met with T. mailed BOS

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						update on 6/22.
Summary of Streets Impacted by Flooding Issues (Ledge Road, Longbow Circle, etc.)	2/27/17			DPW		<b>Longbow work</b> has commenced. Charlie is keeping Mr. Pritizi in the loop. Meeting was held with Residents of Ledge and Canterbury Rd. on flooding issues. Engineering is on going. Residents who will need to grant the Town easements have been notified.
CFAC	2/27/17				BOS needs update from Chairperson as to presentation at Town Meeting. Should be coordinated with consultant.	
King Rail Clubhouse	2/27/17				Update from architect & ConCom consultant	Plans have been revised. Architect and Engineer are meeting with ConCom for approval. Waiting new cost estimates.
Fields & Parks Renovation Projects	2/27/17			DPW & Bourque		<b>Contract for field work awarded to White. Construction commencing 7/17.</b>